



65-770.fm Page 1 Thursday, September 9, 1999 12:36 PM



Cat. No. 65-770
OWNER'S MANUAL

Please read before using this equipment.

2K Card Size Electronic Organizer



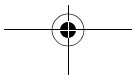
RadioShack®



FEATURES

Your RadioShack 2K Card-Size Electronic Organizer is a small but powerful data organizer that comes with its own attractive case. The organizer is great for the person on the go, combining a telephone directory, schedule alarms, calculator, and more in one compact, easy-to-use package.

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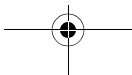
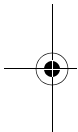


The organizer's features include:

2K Memory — gives you ample space for storing phone numbers, addresses, and schedules.

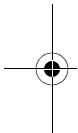
Telephone Directory — puts up to 73 contacts' names and phone numbers at your fingertips.

Clock with Dual Time — shows you the current time in your local time zone and lets you set the time for any other time zone around the world.





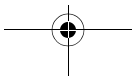
Schedule Alarms — keeps you in control of your busy schedule by reminding you of up to 35 meetings or other important events.



Currency Converter — makes it easy to convert between a primary currency and two foreign currencies, a useful feature when making purchases in another country.

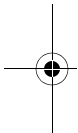


12-Digit Calculator — performs standard arithmetic and memory calculations.

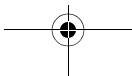
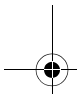




Four-Digit Security Code — helps prevent unauthorized access to your confidential information.



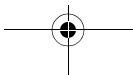
Note: Tandy Corporation assumes no responsibility for any loss or claims that might arise through use of this organizer or for damages incurred as a result of information loss due to malfunctions, repairs, battery replacement, or misuse. You should maintain physical records of important information to protect against such loss.





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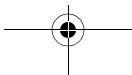




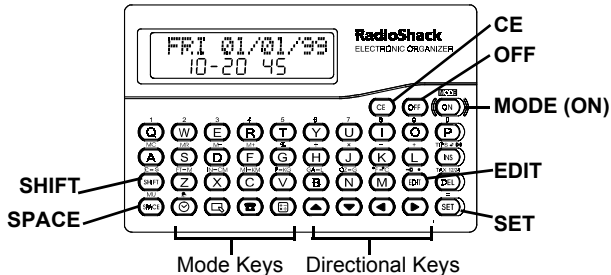
PREPARATION

REMOVING THE INSULATION STRIP

Your organizer comes with an insulation strip that helps preserve battery power during shipping. Before using the organizer, remove the insulation strip from the battery compartment (located in the back) by grasping the strip and pulling it away from the organizer.



A QUICK LOOK AT THE ORGANIZER



OPERATION

TURNING THE ORGANIZER ON AND OFF

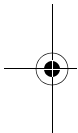
Press **ON/MODE** to turn on the organizer.

To conserve battery power, the organizer automatically turns off after about 4 minutes if you do not press a key. To turn off the organizer sooner, press **OFF**.

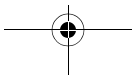
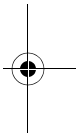


TURNING THE KEY TONE ON AND OFF

Your organizer is preset to sound a tone each time you press a key. To turn the key tone on or off, repeatedly press **ON/MODE** until the current date and time appears, then hold down **INS** until a beep sounds.



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SETTING THE DATE/TIME

1. Repeatedly press **ON/MODE** or press ☺ (if the organizer is already on) until the day of the week, date, and time appear.
2. Repeatedly press **12/24** to change the organizer to 12- or 24-hour format. As the clock shows the time (hour, minute, and second), **A** or **P** appears if the organizer is set to 12-hour format.

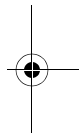
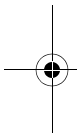


3. Hold down **SET** for about 2 seconds. The first month digit flashes.

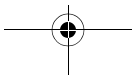
4. Use the number keys to enter the month, day, year, hour, and minute.

Note: Press **12/24** to select AM or PM if the organizer is set to 12-hour time format.

5. Press **SET** to store the date and time.

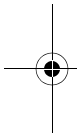


12

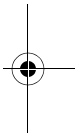




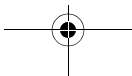
Note: If the information you enter is invalid (for example, if you enter 15 for the month), the organizer will not save the entry. Move the cursor to the desired digit and enter the correct digit, then press **SET**.



SETTING A DUAL TIME

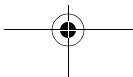
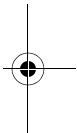
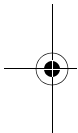


You can set the organizer to display a second, separate time. This makes it easy to keep track of the time in another location.





1. Repeatedly press **ON/MODE** or ☺ until **T-2** and a time appear.
2. Press **SET**. **T** flashes.
3. Use the number and letter keys to enter the name of the desired city.
4. Press **SET**. The first hour digit flashes.
5. Use the number keys to enter the current time in the designated city.





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6. If the clock mode is set to 12-hour format, repeatedly press **12/24 (DEL)** to select AM or PM. **A** or **P** appears.

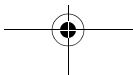
Note: If the information you enter is invalid (for example, if you enter 31 for the hour), the invalid digit flashes after you press **SET**. Re-enter the correct digit, then press **SET**.




DAILY ALARM

You can set an alarm to sound at a set time of day. When the alarm is on, ((●)) appears and a tone sounds for about 30 seconds at the set time. To silence the alarm sooner, press any key.

Note: Because pressing any key turns off the alarm, the alarm might not sound if you are entering information at the precise alarm time.



Follow these steps to use the daily alarm.

1. Repeatedly press **ON/MODE** or press  (if the organizer is already on) until **ALARM** and **00-00** appear. (If the clock mode is set to the 12-hour format, **12-00** appears.)
2. Press **SET**. **SET** appears and the first hour digit flashes.
3. Use the number keys to enter the alarm hour and minute digits.

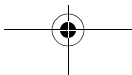
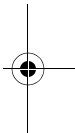
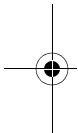
Note: If you make a mistake, press **▶** or **◀** to move forward or backward to the digit that you want to change. Then enter the correct digit.

4. If the clock mode is set to the 12-hour format, repeatedly press **12/24 (DEL)** to select AM or PM. **A** or **P** appears.
5. To store the alarm time, press **SET**. **((●))** appears and the alarm is set to sound.



To turn the alarm on, press **INS**. ((●)) appears, and the alarm is set to sound. Press **INS** to turn the alarm off.



Note: Turning the alarm on or off does not affect the schedule alarms (see “Entering a Schedule Alarm Record” on Page 30).



PHONE DIRECTORY


You can store a contact's name and telephone number into each phone directory record. You can store up to 73 phone directory records. The name can be up to 40 characters, and each telephone number can be up to 12 digits.

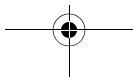
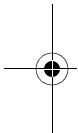
ENTERING A PHONE DIRECTORY RECORD

1. Repeatedly press **ON/MODE** or press  (if the organizer is already on) until , **NAME?** and a number indicating the available memory appear.





Note: **FULL** appears if the memory is full. You can delete phone directory or other types of records to free memory (see “Deleting a Phone Directory Record” on Page 26).

2. Press **SET**. , **SET** and a flashing cursor appear.
3. Enter the contact's name.
 - The organizer stores names alphabetically, so you might want to enter the last name first.
 - To enter a space, press **SPACE**.



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- If you make an incorrect entry, press **DEL** to delete the character you want to change, then type the correct character over the old one.
 - Press **SHIFT**, then **K** to enter a dash (–) between digits.
4. Press **SET**. The cursor moves below the name you entered.
 5. Enter the contact's phone number, then press **SET**. The organizer stores the record.

RECALLING A PHONE DIRECTORY RECORD

1. Press . , **NAME?** and a number indicating the available memory appear.
2. Enter the first few characters of the desired name. The first record that begins with the characters you entered appears.

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3. If necessary, repeatedly press or hold down ▲ or ▼ to view the previous or next record stored in sequence until the desired record appears.

EDITING A PHONE DIRECTORY RECORD

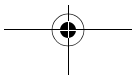
1. Recall the record you want to edit.
2. Press **EDIT**. A flashing cursor appears on the first character of the contact's name.



3. Use the arrow keys to move the cursor to the character or digit you want to change.

- To change a character, re-type the correct character.
- To delete a character, press **DEL**.
- To enter a space, press **INS**.

4. When you finish editing the name, press **SET**. The cursor moves to the first character of the contact's phone number.



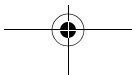
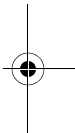
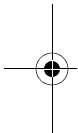
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5. If necessary, use the number keys to change the displayed phone number.
 6. When you finish editing, press **SET**. The organizer saves the changes you made to the record.

DELETING A PHONE DIRECTORY RECORD

1. Recall the record you want to delete.
2. Press **DEL**. **DELETE?Y/N** appears.



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3. If you are sure, press **Y**. The selected record is deleted. Otherwise, press any other key. The record remains unchanged.



SCHEDULE ALARMS

Schedule alarms help you stay in control of your busy schedule by reminding you of meetings and other important events. For each schedule alarm, you can enter an alarm message of up to 40 characters.

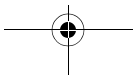
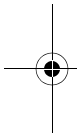
At the set alarm time, the alarm sounds for 30 seconds and your stored message, time, and date appear. If the organizer is off at the alarm time, the organizer turns on, sounds the alarm, and displays the alarm message.

To silence the alarm sooner, press any key.





Notes:

- Because pressing any key turns off the alarm, the alarm might not sound if you are entering information at the precise alarm time.
- If the organizer is turned off and you previously entered a security code, the alarm sounds and **LOCKED** ---- appears at the set alarm time. You must then enter a security code to view the stored message (see “Using the Security Code” on Page 39).



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- If the alarm sounds and the alarm message appears while you are entering information, the information you are entering might not be stored.

ENTERING A SCHEDULE ALARM RECORD

1. Repeatedly press **ON/MODE** or press  (if the organizer is already on) until , **SCHEDULE?** and a number indicating the available memory appear.



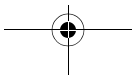
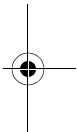
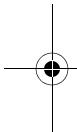
2. Press **SET**. **SET** appears and a dash flashes.

3. Enter the alarm message.

- To enter a space, press **SPACE**.
- To delete a character, press **DEL**.
- If you make an incorrect entry, use the arrow keys to move to the character you want to change, then type the correct character over the incorrect one.



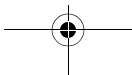
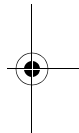
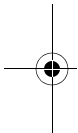
4. Press **SET**. The last 12 characters of the alarm message appear on the first row of the display. The cursor moves below the message you entered.
5. Enter the alarm date (month, day).
6. Enter the alarm time.
7. Press **SET** to set the schedule alarm. **SCHEDULE?** reappears and the alarm is set to sound.








Notes:

- **FULL** appears if the memory is full. You can delete schedule or other types of records to free memory (see “Deleting a Schedule Alarm” on Page 37).
- To enter another schedule alarm, repeat Steps 2–7.



RECALLING A SCHEDULE ALARM RECORD

1. Repeatedly press **ON/MODE** or press  (if the organizer is already on). **SCHEDULE?** and a number indicating the available memory appears.
2. If necessary, press  or  to view the next or previous record in chronological order until you see the desired record.

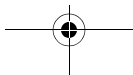
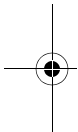
EDITING A SCHEDULE ALARM RECORD

1. Recall the schedule alarm you want to edit.
2. Press **EDIT**. A flashing cursor appears on the first character of the alarm message.
3. Use the arrow keys to move the cursor to the character you want to change.
 - To change a character, simply type the correct character.



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- To change a character to a space, press **SPACE**.
 - To delete a character, press **DEL**.
 - To insert a space, press **INS**.

4. Press **SET**. The cursor moves to the first character of the date and time.
5. If necessary, repeat Step 3 to change the date and time then press **SET**. The organizer stores the edited schedule alarm.



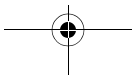
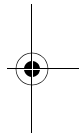
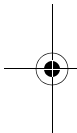
DELETING A SCHEDULE ALARM

Follow these steps to delete a schedule alarm record after its date has passed (to free up memory) or if you do not want it to sound on the set date.

1. Recall the schedule alarm you want to delete.
2. Press **DEL. DELETE? Y/N** appears.



3. If you are sure, press Y. The selected alarm record is deleted. Otherwise, press any other key. The record remains unchanged.




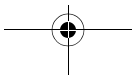
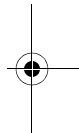
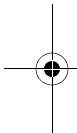
USING THE SECURITY CODE

The organizer lets you block access to all phone directory and schedule alarm records. Once you set a 4-digit security code, all phone directory and schedule alarm records are locked until you enter the security code.

Note: The organizer automatically turns off if you do not press a key for about 4 minutes. Even if you selected a record before the organizer turned off, you must enter your security code (once you turn the organizer back on) to select the record.



1. Repeatedly press **ON/MODE** or press ☺ (if the organizer is already on) until the day of the week, date, and time appear.
2. Press **EDIT. LOCK** ---- appears.
3. Enter a 4-digit security code, then press **SET**. The current date and time appear and  appears on the left.






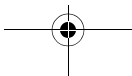
Notes:

- You must use four numbers for your security code. You cannot use letters or symbols in your security code.
- Do not use 0000 as your security code since it is the default to cancel the security code.




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- Be sure you can remember your security code. If you forget it, you must reset the organizer which clears all of your records (see “Resetting the Organizer” on Page 66).

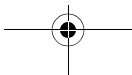
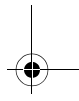
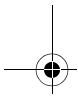
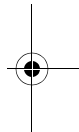
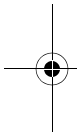
As you enter a phone directory or schedule alarm record,  appears to remind you that the records are locked.






Note: If you turn off the organizer (or it automatically turns off) and you turn it back on  appears, and you must enter the security code to access your records.

To change the security code or enter a new one, repeat Steps 1–3. To delete the security code, repeat Steps 1–3. In Step 3, enter 0000 as the security code.



USING THE CALCULATOR

Repeatedly press **ON/MODE** until **CALC** and **0.** appear, or press  (if the organizer is already on), to use the calculator.

Press the number keys in the order they appear in the arithmetic operation. To enter an operator (**+**, **x**, **÷**, **-**), press the key below that symbol on the keypad.

For example:

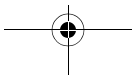
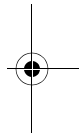
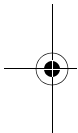
You press:	You see:	You press:	You see:	You press:	You see:
$3 + 4 =$	7	$8 \times 3 - 4 =$	20	$6 \div 2 =$	3

For percentage calculations, press %. To clear a calculation, press **CE**.



Notes:

- If the result of a calculation has more than 12 digits, or if you try to divide by 0, **E** (error) appears. To clear the error, press **CE**.
- If you enter a wrong number, press **CE** and re-enter the correct number before you press **=**.



MEMORY CALCULATIONS

The memory calculation feature lets you easily perform multi-step calculations.

Use the following keys to perform memory calculations:

- Press **MC** to clear the memory.
- Press **M+** to total a calculation and add the total to the value in memory.

-
-
- Press **M-** to total a calculation and subtract the total from the value in memory.
 - Press **MR** to recall (display) the value in memory.

For example: $(4 \times 5) + (28 + 2) - (7 - 2) + (75 \div 5)$:

You press:	You see:
$4 \times 5 = M+$	M 20.

You press:	You see:
28 + 2 = M+	M 30 .
7 - 2 = M-	M 5 .
75 ÷ 5 = M+	M 15 .
MR	M 60 .

Note: **M** appears when a value is stored in memory. **M** disappears when you clear the memory.

MARKUP CALCULATIONS

You can calculate selling price based on cost and gross profit margin (GPM), or the GPM, given the cost and selling price.

$$\frac{\text{Price} - \text{Cost}}{\text{Price}} \times 100 = \text{GPM}$$


The GPM is the percentage of the selling price that is profit.

For example, if you want a gross profit margin of 20% on an item that cost you \$100, the selling price is \$125 and the profit is \$25.

You Press	You See
100 MU 20 %	125 .
-100 =	25 .

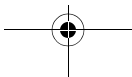
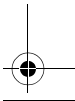
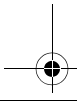
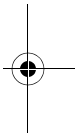
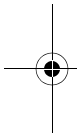
TIPS/TAX CALCULATIONS

The tips/tax calculation feature lets you quickly compute the correct tip or tax percentage for a specific bill.

1. Press , **CE**, then **TIPS** or **TAX**.
2. Enter the tip or tax percentage on the transaction. For example, if you want to tip at 20 percent, enter **200**.
3. Press **TIPS** or **TAX** to store the percentage.



-
-
4. Enter the amount of the transaction. For example, if your dining check was \$25.00, enter **25.00**.
 5. Press **TIPS** or **TAX** to compute the tip or tax. The tip or tax appears on the display.




CONVERSION FUNCTION

The conversion function lets you perform metric or currency conversions. The organizer can convert between the following units of measurement:

- inches/centimeters
- miles/kilometers
- ounces/grams
- pounds/kilograms
- US gallons/liters
- Celsius/Fahrenheit
- feet/meters

METRIC CONVERSION

1. Repeatedly press **ON/MODE** until **CALC** and **0 .** appear or press  (if the organizer is already on), to use the calculator.
2. Enter the number you want to convert.
3. Press **▶** or **◀** to select the direction of the conversion. For example, if you want to convert pounds to kilograms, press **▶**. Otherwise, press **◀** to convert kilograms to pounds.


-
-
4. Press one of the following keys for the conversion you want:

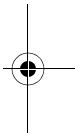
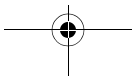
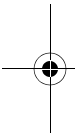
To Convert Between:	Press
Feet to Meters or Meters to Feet	FT~M
Inches to Centimeters or Centimeters to Inches	IN~CM
Miles to Kilometers or Kilometers to Miles	MI~KM

To Convert Between:	Press
Pounds to Kilograms or Kilograms to pounds	P~KG
Gallons to Liters or Liters to Gallons	GA~L
Ounces to Grams or Grams to Ounces	OZ~G
Fahrenheit to Celsius or Celsius to Fahrenheit	°F~°C

CURRENCY CONVERSIONS

You can use the organizer to convert between two types of currency.

1. Repeatedly press **ON/MODE** until **CALC** and **0 .** appear, or press  (if the organizer is already on), to use the calculator.
2. Enter the exchange rate for the currency you want to convert. For example, if you want to convert US dollars



to Deutschemarks and there are 1.5 US dollars to the Deutschemark, enter **1.5**. Then press **SHIFT**.

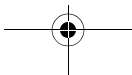
3. Enter the amount of currency you want to convert. For example, if you want to convert 50 dollars to Deutschemarks, enter **50**.
4. Press **▶** and **SHIFT** (to convert dollars to Deutschemarks) or **◀** and **SHIFT** (to convert Deutschemarks to dollars). The converted amount appears.



CARE

To enjoy your organizer for a long time:

- Keep the organizer dry. If it gets wet, wipe it dry immediately.
- Use and store the organizer only in normal temperature environments.
- Handle the organizer gently and carefully. Don't drop it.
- Keep the organizer away from dust and dirt.
- Wipe the organizer with a damp cloth occasionally to keep it looking new.



Modifying or tampering with the organizer's internal components can cause a malfunction and invalidate its warranty. If your organizer is not performing as it should, take it to your local RadioShack store for assistance.

REPLACING THE BATTERY

Your organizer uses a CR2032 button-cell battery for power. When the organizer stops operating properly, replace the battery. For the best performance and longest life, we recommend a RadioShack lithium battery.

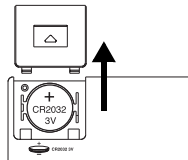
Warnings:

- Keep button-cell batteries away from children. Swallowing a button-cell battery can be fatal.
- Dispose of old batteries promptly and properly. Do not burn or bury them.

Caution: Use only a fresh battery of the required size and recommended type.

Follow these steps to replace the battery.

1. Press **OFF** to turn off the organizer.
2. Slide the battery compartment cover in the direction of the arrow on the cover to remove the cover.

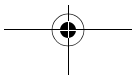


**Battery
Compartment**



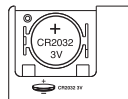
Cautions:

- Be sure to have a fresh battery on hand before removing the old battery. You must install the fresh battery within 15 seconds after you remove the old battery, otherwise you might lose stored information.
- Be sure to turn off your organizer before replacing the battery. If the organizer is not turned off, you might lose stored information.



-
-
3. Remove the old battery, then place a fresh battery in the compartment with its positive (+) side facing up.

4. Replace the cover.

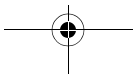




RESETTING THE ORGANIZER

If the organizer locks up or stops operating properly, use a pointed object such as a straightened paper clip to press **RESET** on the bottom of the organizer while holding down **ON**. After a few seconds, the default date and time appear. The organizer's memory is cleared.

After you reset the organizer, set the current date and time and re-enter the daily alarm settings.

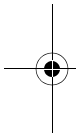


SPECIFICATIONS

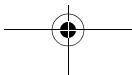
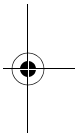
Power Source	One Lithium Battery, 3V Type: CR2032
Battery Life	About 1 Year
Automatic Power-Off	About 4 Minutes
Working Temperature	32° to 109°F (0° to 43°C)
Dimensions (HWD)	2 ⁷ / ₁₆ × 3 ³ / ₄ × 3 ³ / ₈ Inches (62 × 96 × 10 mm)



Weight (with Battery and Case) 1.6 oz
(47 g)

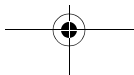
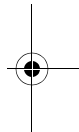
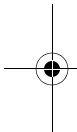


Specifications are typical; individual units might vary. Specifications are subject to change and improvement without notice.





NOTES



Limited One-Year Warranty

This product is warranted by RadioShack against manufacturing defects in material and workmanship under normal use for one (1) year from the date of purchase from RadioShack company-owned stores and authorized RadioShack franchisees and dealers. EXCEPT AS PROVIDED HEREIN, RadioShack MAKES NO EXPRESS WARRANTIES AND ANY IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THE WRITTEN LIMITED WARRANTIES CONTAINED HEREIN. EXCEPT AS PROVIDED HEREIN, RadioShack SHALL HAVE NO LIABILITY OR RESPONSIBILITY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY WITH RESPECT TO ANY LIABILITY, LOSS OR DAMAGE CAUSED DIRECTLY OR INDIRECTLY BY USE OR PERFORMANCE OF THE PRODUCT OR ARISING OUT OF ANY BREACH OF THIS WARRANTY, INCLUDING, BUT NOT LIMITED TO, ANY DAMAGES RESULTING FROM INCONVENIENCE, LOSS OF TIME, DATA, PROPERTY, REVENUE, OR PROFIT OR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, EVEN IF RadioShack HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some states do not allow the limitations on how long an implied warranty lasts or the exclusion of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

(Continued)

Continued

In the event of a product defect during the warranty period, take the product and the RadioShack sales receipt as proof of purchase date to any RadioShack store. RadioShack will, at its option, unless otherwise provided by law: (a) correct the defect by product repair without charge for parts and labor; (b) replace the product with one of the same or similar design; or (c) refund the purchase price. All replaced parts and products, and products on which a refund is made, become the property of RadioShack. New or reconditioned parts and products may be used in the performance of warranty service. Repaired or replaced parts and products are warranted for the remainder of the original warranty period. You will be charged for repair or replacement of the product made after the expiration of the warranty period.

This warranty does not cover: (a) damage or failure caused by or attributable to acts of God, abuse, accident, misuse, improper or abnormal usage, failure to follow instructions, improper installation or maintenance, alteration, lightning or other incidence of excess voltage or current; (b) any repairs other than those provided by a RadioShack Authorized Service Facility; (c) consumables such as fuses or batteries; (d) cosmetic damage; (e) transportation, shipping or insurance costs; or (f) costs of product removal, installation, set-up service adjustment or reinstallation.

(Continued)



Continued)

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

RadioShack Customer Relations, 200 Taylor Street, 6th Floor, Fort Worth, TX 76102

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